

St Bernadette's Catholic Primary School Extended Provisions



Terms and Conditions

-) It is a condition of accepting a place at the club that parents/carers accept the following terms & conditions and sign it.
- 2) If you wish to secure a regular place this must be done paid for in advance by the half term. Payment for the following half term is due by the last day of the previous term.
- 3) Payment for ad hoc days is required within 24 hours of booking.
- 4) Regular places must be paid for even if children are taken out due to family-holidays and sickness.
- 5) One months' notice is required to cancel a regular booking.
- 6) School governors reserve the right to review the fees from time to time.
- 7) Children are expected to behave in a manner that is acceptable. Children who repeatedly misbehave will be treated in accordance with the St Bernadette's Behaviour policy.
- 8) Parents/carers will be liable for any repair of damage done to the building and contents by their own child/children.
- 9) Children are not allowed to bring Personal belongings (e.g. toys) to the club as the management will not accept responsibility for loss or damage.
- 10) All children must be signed out by staff members or parent/carers.
- 11) If for any reason the under signed parent/carer will not be the person collecting than prior notification of the name of the person collecting (preferably in writing) must be given or the child will not be released.
- 12) We will only assist the children with homework if they wish to do so and quiet area will be provided.
- 13) If the child is booked in the club and cannot attend for any reason the staff should be given 24 hours' notice.
- 14) To minimize the risk of spreading illness and infection children who are ill must

not be sent to the club.

15) An up to date Medical Treatment Form must be held on the file at our club. In case of emergency or un-well parents/carers will be informed. If for any reason parents/carers cannot be contacted than the club will act on your behalf.

16) Only prescribed medication will be administered by staff but this will be at the manager's sole discretion and an Administration of Medication Form should be signed and dated prior to that.

17) If there are any changes in the information we hold in our records than parents/carers are expected to up-date relevant information, in particular changes of address or **emergency phone numbers**.

Signature of Parent/Carer: _____ Date: _____

Contact Number: _____